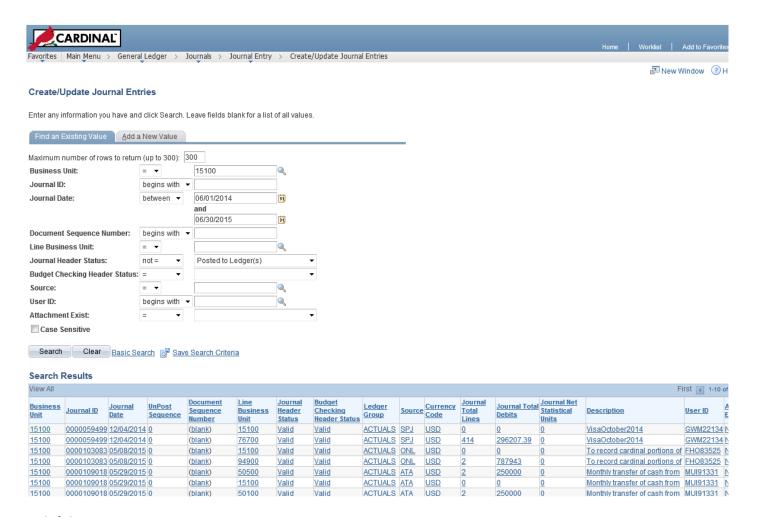
Monitoring GL Journals

A Cardinal tool that can be used to monitor all GL Journals for a particular agency is the Create/Update Journal Entry - Find an Existing Value inquiry page. This inquiry page is helpful to use daily, monthly and at year end to ensure the journals are posted prior to the accounting period being closed.

General Ledger Journals: This page is used to monitor all journals associated with a particular Business Unit (agency). The search criteria on this page are very flexible. One way to monitor in process journals is by searching for all journals for a particular time period (using journal date criteria), that have not been posted to the ledger or searching for journals that have a particular Journal Header Status.

Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries



Helpful Hints:

- Journals that have a valid Journal Header Status and valid Budget Checking Header Status and have already been approved for posting, will automatically post during the nightly Batch process as long as the period is open.
- All Journals that have not been posted, but have a journal date (fiscal year and accounting period) within a closed accounting period will have to be deleted because these entries cannot successfully post into a closed period. If the journal entry had a valid budget status, when it is deleted the budget dollars that had been reserved will automatically become available.
- Keep in mind if a journal did not get posted before the accounting period was closed, the journal can be copied with a new journal date and the prior period journal will need to be deleted.